



Organic System Plan Update – Handlers & Processors

BUSINESS NAME:		
WSDA ORGANIC CERTIFICATION NUMBER:	COUNTY WHERE BUSINESS IS LOCATED:	STATE WHERE BUSINESS IS LOCATED:

RENEWAL APPLICATIONS MUST BE POST-MARKED BY MARCH 1.

SECTION A. GENERAL INFORMATION

1. Are you currently certified by an agency other than WSDA Organic Food Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1a. If "Yes," please list the name of the agency and the first year certified by that agency:	
2. Did you receive a "Notice of Noncompliance" or a "Notice of Proposed Suspension" during the past year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2a. If "Yes," please provide information about the non-compliance below:	
Non-compliance	Corrective Action
<i>Example: Records unavailable during inspection</i>	<i>Submitted plan to maintain complete records and sent copies of records.</i>

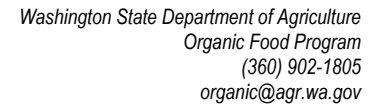
SECTION B. ORGANIC SYSTEM PLAN UPDATE [NOP 205.401]

The National Organic Program (NOP) requires all operations seeking certification to develop an Organic System Plan that details how organic products are handled or processed and is agreed to by the certified operation and an accredited certifying agent. A certified operation must update this plan on an annual basis in order to verify continued compliance with National Organic Standards.

Last year, your operation filled out a full Organic System Plan and Product Summary. This year, our office only requires an update to the information that was previously submitted. **Please refer to the full Organic System Plan and Product Summary submitted last year when completing this form.**

If there are NO CHANGES from the Organic System Plan you submitted last year in the categories below, place an "X" in the box next to the category. If you ARE planning changes to your Organic System Plan in the categories below, do not place an "X" in the box next to the category and describe the changes in the space provided on page 2 of this form.

<input type="checkbox"/> A. Company Overview – Chain of Custody	<input type="checkbox"/> I. Storage Practices
<input type="checkbox"/> B. Harvest and Transportation of Organic Crops	<input type="checkbox"/> J. Types of Packaging, Storage Containers, or Shipping Containers Used
<input type="checkbox"/> C. Receiving – Incoming Organic Product or Ingredient Procedures	<input type="checkbox"/> K. Shipping – Outgoing Organic Product Procedures
<input type="checkbox"/> D. Cleaning, Sanitation, Purge Procedures	<input type="checkbox"/> L. Pest Management Practices



<input type="checkbox"/> E. Packing or Processing Procedures	<input type="checkbox"/> M. Quality Assurance Program
<input type="checkbox"/> F. Use of Post Harvest Materials	<input type="checkbox"/> N. Recordkeeping Practices
<input type="checkbox"/> G. Use of Processing Aids	<input type="checkbox"/> O. Flow of Products and/or Ingredients
<input type="checkbox"/> H. Water and Chlorine Use/Monitoring	<input type="checkbox"/> Q. Ingredient and Product Verification Procedures

In the space provided below, describe any **changes** you have made, or plan to make, in the way you handle or process organic products. **NOTE: Areas discussed below should correspond to the categories not marked with an "X" above.**

[illegible]

AGR 2285 (N/12/05)



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SECTION C. INPUTS AND MATERIAL INFORMATION [205.105 AND 205.201]

In the sections below, please provide information regarding the handling or processing materials you plan to use during the next year.

NOTE: Different from Section B. of this update, rather than identifying only the differences in material usage from the plan submitted last year, you must provide a complete list of all the materials that will or that might be used with or on organic products or ingredients.

POST HARVEST MATERIALS [NOP 205.105, 205.272, 205.601]

A **post harvest material** is a substance that is used on a raw organic crop prior to packaging or processing of the crop. In order to use a post harvest material on an organic crop product, the material must be an approved agricultural product or must be listed in section 205.601 of the National List.

In the table below, please list **all** post harvest materials used **with organic products** at your facility. **Attach a separate sheet of paper if necessary.** ☐ None Used

Post Harvest Material	What is the Function of the Substance?	Source Name and Phone #	Is the Substance on the National List?

Does your operation use a post harvest material with Non-Organic products that is not listed above? ☐ Yes ☐ No

PROCESSING AIDS [NOP 205.105, 205.272, 205.605-205.606]

According to the NOP, a **processing aid** is defined as (a) substance that is added to a food during processing, but is removed in some manner from the food before it is packaged in its finished form; (b) a substance that is added to a food during processing, is converted into constituents normally present in the food, and does not significantly increase the amount of the constituents naturally found in the food; and (c) a substance that is added to a food for its technical or functional effect in the processing, but is present in the finished food at insignificant levels and does not have any technical or functional effect in that food.

- In order to use a processing aid in or on an organic product labeled as “100% organic” the processing aid must be certified organic.
- In order to use a processing aid in or on an organic product labeled as “organic,” or “made with organic (specific ingredients or food groups),” the processing aid must be an approved agricultural product or must be listed in section 205.605 of the National List.

Please list **all** processing aids used **with organic products** at your facility. **Attach a separate sheet of paper if necessary.** ☐ None Used

Processing Aid	What is the Function of the Substance?	Source Name and Phone #	Is the Substance on the National List?	Is the substance Certified Organic?



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Does your operation use a processing aid with Non-Organic products that is not listed above? ☐ Yes ☐ No

CLEANING, SANITATION [NOP 205.105, 205.270, 205.272]

Please list all cleaning and/or sanitation materials used **on food contact equipment and food contact surfaces**. ☐ None Used
Please indicate which cleansers/sanitizers will be used **prior** to handling or processing of organic food products.

Attach a separate sheet of paper if necessary.

Cleansers/Sanitizers Used	Where is the material used? (on what food contact equipment or surface)	Used Prior to Organic Handling or Processing?	Check if cleaning is documented

Is the use of the above cleansers or sanitizers followed by a potable water rinse? ☐ Yes ☐ No

BOILER WATER ADDITIVES [NOP 205.105, 205.270, 205.272]

Please list the boiler water additives that will be used **during the handling or processing of organic food products** at your facility. ☐ None Used

Attach product information or a MSDS for any new boiler additives.

Boiler Water Additive	Used During Organic Handling or Processing?	Does Steam have Contact with Organic Products?	Source Name and Phone #	Does the additive contain volatile amines?

Does your operation use a boiler additive during the handling or processing of Non-Organic products that is not listed above? ☐ Yes ☐ No

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THE NOP REQUIRES A SYSTEM PLAN UPDATE EACH YEAR. PLEASE KEEP A COPY OF THIS SYSTEM PLAN AS A REFERENCE FOR UPDATING YOUR PLAN IN THE FUTURE.